



COMMONLY MISSED ITEMS THAT FOCUS ON HEALTH AND SAFETY

This form is courtesy provided to owners and residents for use in preparing for initial or yearly inspections. Please note that all utilities (water, gas and electricity) must be operating at the time of the inspection.

The following list will help identify the most common items that arise during inspections. **Please correct any deficiencies prior to the inspection date.** There may be additional considerations at the time of inspection.

Thank you for your attention

1. The unit must be clean.
2. Exterior yards must be groomed and free of trash and obstacles.
3. If resident occupies unit-good housekeeping is required.
4. No holes in walls or ceiling.
5. No cracked or broken windows.
6. No missing or torn screens—glass sliding doors must have screen doors.
7. No peeling paint on exterior OR interior of unit.
8. Must have working stove and refrigerator (all burners on stove must work properly).
Appliances must be installed by owner or resident to pass the HQS inspection.
9. Overhead fan is required for GAS stoves (gravity vent is permissible).
10. All outlets must have plate covers.
11. Hot water heater must have pop-off valve and extension pipe.
12. Must have an OPERATING smoke alarm (chirping noise means weak battery).
13. Locks on all windows.
14. No chipped porcelain (exposed black spots) on kitchen sink, bath basin or tub.
15. No torn carpet or linoleum that can be a trip hazard.
16. All plumbing must work properly, no dripping faucets.
17. Must have a rail for four steps or more.
18. Must have working fan in enclosed bathroom (exhaust fan must be plugged in).
19. Must have working cooling system and heater (no matter what season it is).
20. Garage door must open and close properly.
21. Owner CANNOT store personal items in resident's garage or storage place.
22. In garage—no loose wiring or exposed wiring (must be covered by conduit covering).
23. All hardware must be in place and working - - i.e. door knobs, cabinet drawer handles, closet rods, toilet dispenser rods, fixture covers, switch plates and stove knobs.
24. All outlets in wet areas must have three pronged, grounded outlets (in kitchen, bathroom, utility rooms, etc.,) or GFCI plugs.